



MUSEUM AIDE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of technical and clerical work related to the operation, interpretation, care and maintenance of the City's historic house museums.

Supervision Received and Exercised:

Receives general supervision from museum curators or from other supervisory or management staff.

Exercises functional, on-site supervision of docents and other volunteers.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Maintain daily operation of the house museums.
- Conduct tours for the visiting public.
- Assist the museum staff in training and scheduling volunteers.
- Provide general information and orientation to the public.
- Assist the museum staff in researching, planning and implementing special programs at the house museums.
- Perform basic historic and artifact research.
- Prepare daily and monthly reports.
- Monitor custodial services at the house museums.
- Advise museum staff of needed repairs, malfunctions or other custodial/maintenance problems at the house museums.

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- Perform routine security checks.
- Perform preventative conservation and maintenance tasks.
- Provide staff coverage during rentals of the house museums.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in conducting tours, or in the interpretation and maintenance of historic house museums.

Training:

Equivalent to completion of the twelfth grade with additional specialized training or college level coursework in history, museum studies or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5911

Salary Range: 13

FLSA: Non-Exempt